

WORKING FOR MICHIGAN

*A Guide to State Agencies
and Their Job Opportunities*



MICHIGAN DEPARTMENT OF CIVIL SERVICE

*Employment Information and
Career Planning Services*



January 2005

How to Apply for Jobs with
THE STATE OF MICHIGAN

Vacancy Posting System

State departments post the majority of their vacancies on the Civil Service website located at: www.michigan.gov/mdcs. The website contains information on specific state job titles, descriptions, salaries, and required qualifications. Vacancy postings are the state's electronic "Want Ads." Click on the "Employment Information" link on the home page, then click on the "Vacancy Postings" link to view the current openings posted by state agencies. Click on a job title to get more information and specific requirements for that position.

Our website will direct you to the application process for the type of job you are seeking. The application process usually involves sending a résumé or application and a cover letter to the hiring department by a certain date, and providing copies of college transcripts or professional licenses, when required. Your credentials are reviewed to ensure that you meet the minimum requirements for the classification. Departments will contact you directly if they wish to interview you for a position. Please keep in mind that departments sometimes receive hundreds of applications for a single position, so make sure your résumé and cover letter make you stand out in the crowd.

Civil Service Tests

In some cases, applicants are required to take and pass a Civil Service test before applying for certain jobs listed in the vacancy postings. This is true with some entry-level jobs and many supervisory jobs, including: Administrative Support, Client Care, Entry-Level Security, Law Enforcement and Public Safety Officers, and Supervisory classifications. The Vacancy Posting site is often used to provide notice of job openings in these job categories.

To apply for a test, visit the Civil Service website. From the Civil Service home page, click the “Employment Information” link, then click the “Examinations” link. Links with titles of all of the tests appear with drop-down boxes that list the job classifications covered by each group. Click on the exam title to obtain an application. If you do not have internet access, call 1-800-788-1766 or visit the Civil Service Office of Employment Information and Career Planning Services in Lansing or our Detroit Regional Office to get an application form.

When to Contact a Department Human Resources Office Directly

You should pursue your job search through our website as described above. However, if you have questions about a specialized career option that’s employed by only one particular agency, such as Transportation Engineer (used exclusively by the Department of Transportation) or Forensic Scientist (used exclusively by the Department of State Police), then contacting the hiring department’s human resources office directly would be appropriate.

We’re Here to Help You!

The Michigan Department of Civil Service, Office of Employment Information and Career Planning Services and the Detroit Regional Office are here to assist you with your job search. We offer information and assistance on qualifications required for state jobs, career planning, career interest assessment, career paths, résumés, cover letters, and interviewing. Our Lansing and Detroit Regional offices are staffed with experienced human resource professionals who would be pleased to assist you.

Working for Michigan

There are many rewards for working for the State of Michigan: excellent pay and benefits, paid holidays and vacations, continuous training and career development, and a portable retirement plan. State employees also have the satisfaction of serving the people of the Great Lakes State.

State government employs a large workforce with diverse skills. This brochure provides an overview of the role of each state agency and lists each agency's most frequently needed positions. Certain jobs are found in almost every state department. These common types of jobs are listed below and will not appear in the individual department descriptions unless the agency requires a particularly large number of one or more of these common job titles.

Common Job Titles

- | | |
|---|--|
| ❖ Accountant | ❖ Information Technology Technician |
| ❖ Accounting Assistant | ❖ Maintenance Mechanic |
| ❖ Accounting Technician | ❖ Office Supervisor |
| ❖ Auditor | ❖ Personnel Management Analyst |
| ❖ Calculations Assistant | ❖ Personnel Management Assistant |
| ❖ Data Coding Operator | ❖ Secretary |
| ❖ Departmental Analyst | ❖ State Bureau/Division/Office Administrator |
| ❖ Departmental Manager | ❖ Storekeeper |
| ❖ Departmental Technician | ❖ Student Assistant |
| ❖ Executive Secretary | ❖ Word Processing Assistant |
| ❖ General Office Assistant | |
| ❖ Information Technology Programmer/Analyst | |



The Michigan Department of Agriculture (MDA) inspects retail and processing facilities to ensure food safety and wholesomeness. Field and laboratory scientists sample and test foods and motor fuels sold in Michigan. MDA enforces laws dealing with food, agricultural products, pesticides, plant pest management, and groundwater.

The MDA is responsible for livestock and poultry disease control management, the humane treatment of animals, and regulation of pari-mutuel horse racing. The MDA assists in the conservation and development of soil and water resources. It also works with the agricultural industry to promote and market Michigan products.

Typical Job Titles

Dairy Industry Field Scientist	Metrologist
Environmental Sanitarian	Plant Industry Field Scientist
Food Industry Field Scientist	Resources Analyst
Fruit/Vegetable Inspector	Veterinarian
Laboratory Scientist	Veterinarian Technician
Laboratory Technician	Weights/Measures Inspector
Laborer	

Job Locations

Central Office: Lansing
Other Offices: Almont, Brighton, Dewitt, Escanaba, Grand Rapids,
Saginaw, St. Joseph, Southfield, Tecumseh, and Traverse City

For More Information:

Michigan Department of Agriculture
611 W. Ottawa Street, P.O. Box 30017
Lansing, Michigan 48909
(517) 373-1057 (Voice)
(800) 292-3939 (TTY)

www.michigan.gov/mda



The Attorney General is the chief lawyer and law enforcement officer for the State of Michigan. When public legal matters arise, the Attorney General renders opinions on matters of law and provides legal counsel for the legislature and for each officer, department, board, and commission of state government.

The Attorney General provides legal representation in court actions and assists in the conduct of official hearings held by state agencies. In addition, the Attorney General may intervene in any lawsuit, criminal or civil, in the interest of the people of the State of Michigan. The Attorney General also possesses some investigative powers, including the power to request grand jury investigations.

Typical Job Titles

Attorney General Investigator
Legal Secretary
Paralegal
Staff Attorney/Senior Attorney

Job Locations

Central Office: Lansing
Other Office: Detroit

For More Information:

Office of the Attorney General
525 W. Ottawa Street
P.O. Box 30212
Lansing, Michigan 48909
(517) 373-1114 (Voice)

www.michigan.gov/ag

AUDITOR GENERAL

180 Employees



The Office of the Auditor General was established by the state constitution within the legislative branch of state government. It is responsible for conducting financial and performance audits of state government operations. The resulting audit reports provide a continuing flow of information to assist the legislature in its oversight of state government, providing citizens with a measure of accountability.

Audits also assist state agencies in improving the financial management and the effectiveness, efficiency, and economy of their activities and programs. The Office of the Auditor General is divided into four areas of responsibility. The largest area, the Bureau of Audit Operations, is responsible for planning and conducting audits and reporting audit results. The other three areas provide support services.

Typical Job Titles

Assistant Auditor General
Auditor

Job Locations

Central Office: Lansing

For More Information:

Office of the Auditor General
201 N. Washington Square, Suite 600
Lansing, Michigan 48913
(517) 334-8050 (Voice)

www.audgen.michigan.gov



The Department of Civil Rights, under the Michigan Civil Rights Commission, works to eliminate and prevent unlawful discrimination. It accomplishes this by investigating complaints filed under state civil rights laws and through conciliation and hearings. The department works to prevent discrimination through educational activities and coalition-building activities, by resolving complaints informally, and by intervening in community tensions. The agency also advises employers and prospective state contractors on civil rights laws and equal opportunity standards, and prepares materials on civil rights laws and services.

Typical Job Titles

Administrative Law Examiner/Specialist
Civil Rights Representative

Job Locations

Central Office: Lansing
Benton Harbor, Detroit, Flint, Grand Rapids,
Kalamazoo, Marquette, Saginaw, and Traverse City

For More Information:

Michigan Department of Civil Rights
Office of Human Resources
110 W. Michigan, Suite 800
Lansing, MI 48933
(517) 335-3165 (Voice)
(517) 241-1965 (TTY)

www.michigan.gov/mdcr



The Department of Civil Service, under the authority of the Civil Service Commission, functions as the central human resources agency for Michigan state government. It is responsible for classifying all state positions, fixing rates of compensation, recruiting candidates to work for the state, reviewing the qualifications of job applicants, developing and administering examinations, maintaining applicant pools, and referring names of qualified candidates to state departments for hiring. Civil Service also coordinates the state's central programs for employee training and administers the state sponsored group insurance programs. In addition, the state's centralized call center, MI HR, is located in Civil Service. MI HR's customer service representatives are dedicated to assisting state employees in handling routine human resources transactions and responding to questions regarding state employment. Civil Service also administers hearings and appeals procedures for employees and applicants, and reviews all requests from departments to disburse funds for personal services.

Typical Job Titles

Human Resources Manager
Human Resources Developer
Personnel Management Analyst/Specialist
Personnel Management Assistant
Customer Service Representative

Job Locations

Central Office: Lansing
Regional Office: Detroit

For More Information:

Michigan Department of Civil Service
400 S. Pine Street; P.O. Box 30002
Lansing, Michigan 48909
(517) 373-3030 or
(800) 788-1766 (Voice)
(517) 335-0191 (TTY)

Michigan Department of Civil Service
Detroit Regional Office
Cadillac Place, Suite 4-400, 4th Fl.
3042 West Grand Blvd.
Detroit, MI 48202
(313) 456-4400 (Voice)
(313) 456-4409 (TTY)

www.michigan.gov/mdcs



The Department of Community Health (DCH) is responsible for the development of state health policy and the management of the state's publicly funded health service systems. DCH provides and coordinates mental health services for individuals with a mental illness, developmental disability, or a substance abuse problem. DCH funds drug law enforcement, treatment, education, and prevention programs, and administers the crime victims' rights fund. DCH is responsible for health needs assessment, health promotion, vital records, disease prevention, and accessibility to appropriate health care for all Michigan residents. It also provides Medicaid health care coverage for people with limited incomes and promotes the independence and dignity of older persons.

Typical Job Titles

Clinical Social Worker	Physician
Epidemiologist	Practical Nurse-Licensed
Forensic Security Aide	Psychiatrist
Laboratory Scientist	Psychologist
Medicaid Utilization Analyst	Public Health Consultant
Medical Benefits Reviewer	Registered Nurse
Microbiologist	Resident Care Aide
Pharmacist	

Job Locations

Central Office: Lansing
Facilities: Caro, Kalamazoo, Mt. Pleasant, Northville,
Westland, and Ypsilanti

For More Information:

Michigan Department of Community Health
320 South Walnut Street
Lansing, Michigan 48913
(517) 373-2057 (Voice)
(517) 373-3573 (TTY)

www.michigan.gov/mdch



The Department of Corrections (DOC) protects the public by isolating and supervising convicted adult felons. The DOC has jurisdiction over all adults convicted of felony crimes who are sentenced to prison for at least 12 months. The department operates 44 prisons, 13 prison camps, supervises prisoners in halfway houses, and monitors individuals on home confinement with electronic devices. Convicted felons not sentenced to prison are supervised in the community through the state probation system. The DOC also operates the Special Alternative Incarceration program, or “Boot Camp,” for first-time offenders.

Typical Job Titles

Corrections Officer	Parole/Probation Officer
Corrections Medical Aide	Prison Counselor
Dental Hygienist	Psychologist
Electrician	Registered Nurse
Food Service Leader	School Teacher
Industries Production Leader	Storekeeper
Institution Chaplain	Trades Instructor
Librarian	

Job Locations

Central Office: Lansing
Facilities and Field Offices: Across the state

For More Information:

Michigan Department of Corrections
Personnel, Recruitment Division
715 W. Willow; Lansing, Michigan 48913
(517) 334-7569, (888) 820-7129 (Voice)

www.michigan.gov/corrections



The Department of Education is the administrative arm of the State Board of Education, implementing federal and state legislative mandates in the field of education. The department is composed of offices providing consulting services to school districts and specialized services and outreach to help teachers teach and children learn. Program areas include special education, school improvement, teacher preparation and certification, grants coordination and school support, educational assessment and accountability, early childhood and family services, school finance and school law, charter schools, and administrative services. Additionally, the department operates the Michigan Schools for the Deaf and Blind.

Typical Job Titles

Auditor	Higher Education Consultant
Departmental Analyst/Specialist	Resident Care Aide
Educational Consultant	School Principal
Education Consultant Manager	School District Consultant
Education Field Services Consultant	Special Education Consultant
Education Research Consultant	Special Education Teacher
Education Specialist	Youth Specialist
Financial Analyst/Specialist	

Job Locations

Central Office: Lansing
Schools for the Deaf and Blind: Flint

For More Information:

Michigan Department of Education
Office of Human Resources
608 W. Allegan Street, P.O. Box 30008
Lansing, Michigan 48909
(517) 373-0794 (Voice), (517) 373-0322 (TTY)

www.michigan.gov/mde



The Department of Environmental Quality (DEQ) enforces environmental laws, monitors pollution sources, oversees pollution cleanup, and conserves water and mineral resources. DEQ monitors air quality and develops programs to control air emissions. It also develops water quality standards, assesses water quality, and controls waste discharge. DEQ administers programs for controlling the disposal of hazardous and non-hazardous waste and funds, and oversees the cleanup and revitalization of contaminated sites. The department also oversees oil, gas, and mineral products and reviews construction near lakes, streams, wetlands, and dunes to protect sensitive land and water features.

Typical Job Titles

Aquatic Biologist
Conservation Officer
Engineering Technician
Environmental Engineer
Environmental Quality Analyst
General Engineer
Geological Technician
Geologist
Hazardous Materials Storage Inspector
Laboratory Scientist
Laboratory Technician
Toxicologist
Water Quality Technician

Job Locations

Central Office: Lansing
District Offices: Across the state

For More Information:

Department of Environmental Quality
Office of Human Resources
P.O. Box 30473; Lansing, Michigan 48909-7973
(517) 335-1100 (Voice)

www.michigan.gov/deq



The Department of History, Arts, and Libraries (HAL) consists of the Michigan Historical Center, the Library of Michigan, the Michigan Council for Arts and Cultural Affairs, Michigan Film Office, and Mackinac State Historic Parks. The Michigan Historical Center preserves and interprets Michigan's past and helps people discover and enjoy their heritage. The Center serves more than 700,000 visitors annually. The Library of Michigan offers in-person reference assistance and computer access.

The Michigan Council for Arts and Cultural Affairs advises the Governor, the Legislature and the HAL Department Director on arts and cultural affairs and disburses, funds, and tenders grants to public and private arts and cultural concerns. It also accepts grants from government, corporate, or private entities to further long-range cultural objectives in the state. The Michigan Film Office recruits and helps production companies do business in Michigan, and the Mackinac State Historic Parks maintains parks on Mackinac Island and on the Mainland. HAL also administers the state records management program, performs demographic and population projection functions, and administers the gathering and reporting of census information.

Typical Job Titles

Archaeologist	Library Consultant
Historian	Library Technician
Historian Manager	Maintenance Mechanic
History Specialist	Park and Recreation Ranger
Librarian	Park and Recreation Manager
Librarian Manager	Promotional Agent
Library Assistant	

Job Locations

Central Office: Lansing
Other Offices: Mackinaw City, Mackinac Island

For More Information:

Department of History, Arts and Libraries
P.O. Box 30738; Lansing, Michigan 48909-8238
(517) 373-3610 (Voice); (517) 373-1592 (TTY)

www.michigan.gov/hal/

Human Services<http://michigan.gov/fia/>

10,300 Employees

The Department of Human Services (DHS) helps individuals and families meet financial, medical, and social needs; helps people become self-sufficient; and helps protect children and adults from abuse and neglect. DHS also provides foster care placement for children and supervises adoptive placement of state wards. It also provides placement and counseling to delinquent youth and services to runaway and homeless youth. The department works to prevent and investigate child and elder abuse and develops programs to address domestic violence. The agency distributes cash assistance and food stamps to low-income families and provides job training to help low-income families become self-supporting.

Typical Job Titles

Adult Foster Care Consultant
Assistance Payments Worker
Child Day Care Consultant
Child Support Specialist
Disability Examiner
Family Independence Specialist
Migrant Program Worker
Quality Control Analyst
Regulation Agent
Resource Program Analyst
Services Specialist
Youth Aide
Youth Group Leader

Job Locations

Central Office: Lansing
Branch Offices: All counties

For More Information:

Department of Human Services
Office of Human Resources, Suite 708
235 S. Grand Avenue; P.O. Box 30037
Lansing, Michigan 48909
(517) 373-8873 or (517) 373-7667 (Voice)
(517) 373-8071 (TTY)
www.michigan.gov/dhs



The Department of Information Technology (DIT) administers the State's consolidated computer, software, and telecommunications operations. The department provides software application development and maintenance; manages and supports desktop computers, mainframes, servers, and telecommunication networks; and oversees IT security, IT contracts, IT projects, and IT procurements for the Executive Branch of state government. DIT also offers IT planning and IT budgetary management services to its agency clients.

Typical Job Titles

Information Technology Technician
Information Technology Programmer/Analyst
Information Technology Manager
Information Technology Specialist
Information Technology Supervisor

Job Locations

Central Office: Lansing
Various locations across the state

For More Information:

Department of Information Technology
320 S. Walnut; P.O. Box 30026
Lansing, Michigan 48909
(517) 373-1000 (Voice)

www.michigan.gov/dit



The Department of Labor and Economic Growth (DLEG) promotes economic growth and job creation in Michigan by centralizing and streamlining all of the state's job development, workforce development, and economic development functions under one umbrella. Major program areas include: Career Education, Michigan Rehabilitation Services, Workforce Programs, and Wage and Hour Division. Several commissions are housed in the department including Commission for the Blind, Disability Concerns, Public Service, and Liquor Control. Additionally, there are regulatory bureaus that license and regulate businesses, enforce business laws, and regulate utility rates. DLEG applies laws relative to securities, franchises and corporations. The department also regulates the insurance and banking industries. DLEG enforces fire safety and industrial safety laws, and provides training to employers. In addition, it applies construction safety codes and investigates health hazards in industrial plants, landfills, and health facilities. DLEG also licenses individuals entering certain occupations and administers the Workers' Compensation Act. Unemployment compensation is also administered by this department, as are housing programs for lower- and moderate-income Michigan citizens by the Michigan State Housing Development Authority (MSHDA).

Typical Job Titles

Account Examiner	Hearings Reporter
Accounting Technician	Industrial Hygienist
Administrative Law Examiner/Specialist	Labor Mediator
Architect	Land Surveyor
Economic Analyst	Property Analyst
Education Consultant	Public Utilities Engineer/Specialist
Electrical Inspector	Regulation Agent
Employment Service Interviewer	Rehabilitation Counselor
Financial Institutions Examiner	Unemployment Claims Examiner
Fire Safety Inspector	

Job Locations

Central Office: Lansing
Other Offices: Detroit, Farmington, Grand Rapids, Gaylord

For More Information:

Department of Labor and Economic Growth
Office of Human Resources
P.O. Box 30004; Lansing, Michigan 48909
(517) 373-4769 (Voice)

www.michigan.gov/dleg

Bureau of State Lottery

160 Employees



The Bureau of State Lottery, within the Department of Treasury, generates millions of dollars of revenue annually for the State School Aid Fund through the operation of a statewide lottery. The bureau licenses retailers that carry lottery products, makes payments to winning ticket holders, calculates and issues commission payments to retailers, and promotes the lottery to achieve maximum player awareness and participation. The bureau is also responsible for licensing and ensuring the proper conduct of gaming events such as bingo games, raffles, and millionaire parties that are used as a source of fundraising for charitable, non-profit organizations.

Typical Job Titles

Lottery District Sales Representative
Lottery Regional Sales Manager
Promotional Specialist
Regulation Agent

Job Locations

Central Office: Lansing
Regional Offices: Detroit, Dearborn Heights, Saginaw,
Sterling Heights and Wyoming

For More Information:

Bureau of State Lottery
Office of Human Resources
101 E. Hillsdale; P.O. Box 30023
Lansing, Michigan 48909
(517) 335-5601 (Voice)

www.michigan.gov/lottery



The Department of Management and Budget (DMB) is an interdepartmental service and management agency. DMB provides financial management, property management, capital facility development, procurement, retirement services, demographic data, and office support services to Executive Branch agencies. The State Budget Director prepares, presents, and executes the state budget on behalf of the Governor.

Typical Job Titles

Accountant
Automotive Mechanic
Building Construction Project Superintendent
Buyer
Electrician
Financial Analyst/Specialist
Maintenance Mechanic
Motor Vehicle Operator
Painter
Plumber
Reproduction Machines Operator
Storekeeper

Job Locations

Central Office: Lansing
Other Offices: Detroit and Dimondale

For More Information:

Department of Management and Budget
Human Resources Division
P.O. Box 30026; Lansing, Michigan 48909
(517) 373-1000 (Voice)

www.michigan.gov/dmb



The Department of Military and Veterans Affairs administers services to the Michigan National Guard and cares for the needs of Michigan veterans. The department is comprised of the Michigan Army National Guard, the Michigan Air National Guard, and the Veterans' Affairs Directorate.

The Michigan National Guard is under the command of the Governor and is available to perform civil relief and supply combat-ready forces during times of national emergency. The department administers two veterans' homes, with up to 1,000 residents, the Veterans' Trust Fund, and the Michigan Youth Challenge Academy. The Trust Fund provides temporary assistance during times of emergency and tuition assistance for children of disabled veterans or veterans who have died during active duty. The Challenge Academy provides education and life skills opportunities for at-risk youth.

Typical Job Titles

Cook	Resident Nurse Manager
Laborer	Resident Care Aide
Physical Therapy Aide	Youth Challenge Academy Cadre Aide
Practical Nurse-Licensed	

Job Locations

Headquarters: Lansing
Veterans' Homes: Grand Rapids and Marquette
National Guard Training Bases: Alpena, Battle Creek,
Grayling, and Mt. Clemens
Michigan Youth Challenge Academy: Battle Creek

For More Information:

Department of Military and Veterans' Affairs
Office of Human Resources Management
2500 S. Washington Avenue, Lansing, Michigan 48913

Grand Rapids Home for Veterans – Human Resources (616) 364-5343

D.J. Jacobetti Home for Veterans – Human Resources (906) 226-3576

Lansing Headquarters – Human Resources (517) 483-5543

www.michigan.gov/dmva/

1,620 Employees (full-time)

1,380 Employees (seasonal)



The Department of Natural Resources (DNR) is committed to the conservation, protection, management, use, and enjoyment of the state's natural resources. The DNR enforces laws governing the protection and regulation of wildlife, fisheries, forests, parks, recreation areas, minerals, and virtually all state-owned lands.

Typical Job Titles

Conservation Officer
Fisheries Biologist
Fisheries Technician
Forest Fire Officer
Forester
Forest Technician
Laborer
Landscape Designer
Park Interpreter
Park and Recreation Ranger
Resources Analyst
Wildlife Assistant
Wildlife Biologist
Wildlife Technician

Job Locations

Central Office: Lansing
Field Offices: Most counties

For More Information:

Michigan Department of Natural Resources
Human Resources Division
P.O. Box 30028; Lansing, Michigan 48909
(517) 373-1207 (Voice)

www.michigan.gov/dnr/



The Department of State (DOS) administers laws and policies relating to motor vehicles, including licensing drivers, and titling and registering motor vehicles. It provides important consumer protection services for automobile owners by licensing automobile dealers, repair facilities, and mechanics. The DOS also supervises state elections, regulates campaign finance activities, and registers lobbyists. As keeper of the Great Seal of the State of Michigan, the Secretary of State also provides the highest level of document certification in the state.

Typical Job Titles

Administrative Law Examiner
Department of State Aide
Department of State Branch Supervisor
Microfilm Machine Operator
Regulation Agent
State Services Assistant

Job Locations

Central Office: Lansing
Branch Offices: Counties across the state

For More Information:

Michigan Department of State
Office of Human Resources
430 W Allegan, P.O. Box 40765
Lansing, Michigan 48901-7965
(517) 335-6500 (Voice)
(517) 335-6330 (TTY)

www.michigan.gov/sos

<http://michigan.gov/msp/> **State Police**

3,200 Employees



The Michigan State Police (MSP) sets the standard for professional law enforcement in Michigan. It investigates criminal activity, supports local law enforcement agencies, and patrols Michigan roads to ensure public safety. The MSP also enforces trucking laws and inspects school buses for safety. In addition, the MSP advises citizens on property security and crime prevention, conducts arson investigations, and coordinates statewide emergency disaster relief efforts. The State Police work with local and federal agencies to prevent and investigate auto theft, organized crime, and drug trafficking. It also operates state-of-the-art forensic science and fingerprint-identification laboratories, as well as communications systems.

Typical Job Titles

Emergency Dispatcher
Fingerprint Technician
Forensic Scientist
Motor Carrier Investigator
Motor Carrier Officer
State Police Detective
State Police Lieutenant
State Police Sergeant
State Police Trooper
State Properties Security Officer
Vehicle Safety Inspector

Job Locations

Administrative Office: East Lansing
District Offices: Seven
Laboratories: Seven
Posts: Sixty-four across the state

For More Information:

Michigan Department of State Police
714 South Harrison Road
East Lansing, Michigan 48823
(517) 336-6625 (Voice)

www.michigan.gov/msp/



The Department of Transportation (MDOT) has primary responsibility for the planning, design, construction, maintenance, and administration of all transportation services to provide the highest economic benefit and quality of life for the citizens of this state. MDOT is responsible for day-to-day highway maintenance, traffic planning, purchasing right-of-ways, inspecting and managing highway construction projects, studying environmental impacts, and material research. It also develops and implements a comprehensive transportation plan for the state, and oversees the regulation of public air, bus, rail, and water transportation systems.

Typical Job Titles

Bridge Worker	Railroad Safety Inspector
Construction Aide	Steeplejack
Construction Technician	Surveying Technician
Drafting Technician	Traffic Technician
Engineering Technician	Transportation Engineer
Heavy Equipment Mechanic	Transportation Maintenance Worker
Land Surveyor	Transportation Planner
Property Analyst	

Job Locations

Central Office: Lansing
Regional Offices: Escanaba, Gaylord, Grand Rapids, Jackson,
Kalamazoo, Saginaw, and Southfield

For More Information:

Michigan Department of Transportation
Office of Human Resources
P.O. Box 30050; Lansing, Michigan 48909
(517) 373-1620 (Voice)

www.michigan.gov/mdot



The Department of Treasury collects, refunds, and audits state revenues and enforces the tax laws of the state. It collects delinquent accounts for all state departments and invests the common cash, trust, and retirement funds of the state. Treasury also provides support services to local government in the administration of property tax laws, safeguarding local government credit, auditing county and municipal finances, and caring for abandoned property through escheat. In addition, Treasury provides support services to the Municipal Bond Authority, Hospital Finance Authority, Michigan Higher Education Assistance Authority, Michigan Higher Education Student Loan Authority, and Michigan Education Trust.

Typical Job Titles

Account Examiner	Financial Analyst
Accountant	Higher Education Consultant
Accounting Technician	Promotional Agent
Auditor	Property Analyst
Calculations Assistant	Treasury Investment Analyst
Data Coding Operator	

Job Locations

Central Office: Lansing
Field Offices: Detroit, Escanaba, Flint, Grand Rapids,
Saginaw, Sterling Heights and Traverse City
Out of State Offices: California, Illinois, New York, Ohio, Texas

For More Information

Michigan Department of Treasury
Human Resources Division
430 W. Allegan Street
Lansing, Michigan 48922
(517) 373-3172 (Voice)

www.michigan.gov/treasury

***The State of Michigan is an
Equal Opportunity Employer***

DRUG TESTING POLICY: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment.

This document is available in alternative accessible formats to individuals with disabilities.
TTY: (517) 335-0191

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Michigan Department of Civil Service

Employment Information and Career Planning Services



Capitol Commons Center

400 S. Pine Street
P.O. Box 30002
Lansing, Michigan 48909

(800) 788-1766 [Voice]
(517) 241-6674 [Voice]
(517) 373-7690 [FAX]
(517) 335-0191 [TTY]

OR

Detroit Regional Office

Cadillac Place
3042 W. Grand Boulevard
Suite 4-400
Detroit, Michigan 48202-6042

(313) 456-4400 [Voice]
(313) 456-4411 [FAX]
(313) 456-4409 [TTY]

www.michigan.gov/mdcs